



REQUIREMENTS FOR OPENING A NEW CUSTODY ACCOUNT

Individual Investors

- Certified Copy of identification document i.e. National I.D card, Passport or Driver's Licence
- Certified Marriage certificate (for joint accounts)
- Current (within 3 months) Certified Proof of residence (Utility Bill or Bank Statement)
- Completed mandate (Covering letter showing mandate authority has been given to Stockbroker i.e Broker Controlled Accounts)
- 1 Passport size photographs
- Current Telephone and Email Details
- FATCA Personal Details Form

Corporate Clients

- Certified True copy of National I.Ds of Directors, Authorised Signatories or any person holding 10% shareholding or more.
- Proof of residence – Directors and Authorised Signatories
- 1 Passport Size Photo – Directors and Authorised Signatories
- Legal documentation of any entity holding 10% or more shareholding.
- Certificate of Incorporation
- Memorandum and Articles of Association
- Board Resolution
- CR14 form
- CR 6 form
- Current Tax Clearance Certificate
- Current CR2/Letter on company letterhead confirming shareholding structure
- FATCA Directors Details Form

Societies, Charitable Associations, Clubs, Churches and Similar Entities

- Constitution / Rules / Agreement
- Identification Documents of the Committee and signatories including proof of residence

Pension Funds

- Letter from the Chairman of the Board of Trustees appointing the Custodian of the Fund
- Certificate from IPEC confirming registration of fund
- Particulars of the Chairman and Principal Officer (as in requirements for individual accounts)
- Particulars of the authorized signatory (as in requirements for individuals or corporates)
- Letter from the Chairman appointing the authorized signatory / Administrator of the Fund

Trust Accounts/Partnerships

- Certified True Copy of Trust Deed/Partnership Deed
- Certified True Copy of National ID of all Trustees/Partners and Signatories or Valid Passport
- List of Authorised Trustees/Beneficiaries/Partners
- Legal Documentation of any Entity Holding 10% or more Shareholding
- Proof of residence of all Trustees /Partners and Signatories
- 2 Passport size photo of Authorised Signatories/Partners/Trustees
- FATCA Personal Details Form – For Partners/Trustees